

Approved- JLMC Meeting – October 18, 2016
Bartley House, 4 North Lowell Rd, Windham NH

The meeting was called to order by Bill Martineau at 9:03 am.

Members Present: Cheryl Haas (Non-Union), Deputy Fire Chief Bill Martineau (Management), Dave Poulson (Management), Pat Robertson (Fire Union), Chris Van Hirtum (Police Union), Jennifer Zins (Municipal Union.) Also present was Jennifer Simmons, Selectmen Liaison.

Jennifer Zins was the Municipal Union representative present, and will be until that position is filled, as Charlotte Misuraca is no longer employed by the Town. Jennifer Zins left the meeting at 10:20 am.

Pat Robertson left the meeting at 9:10 am for a fire call and returned at 9:30 am.

Chris Van Hirtum arrived at 9:20 am.

Members Excused: Nicole Bottai.

Minutes: Dave Poulson made a motion to approve the minutes of August 9, 2016; seconded by Cheryl Haas, the vote carried 3-0.

Old Business:

EAP – Town Hall update: Jennifer Zins is going to look into the Town Hall EAP to make sure the updates are completed (contact information, etc.) She will report back to the Committee at the next JLMC meeting.

Fire Extinguisher Training: The Fire Extinguisher training for September was postponed due to the thought to combine it with Panic Button Alarm Training. It was now suggested to do these as separate trainings. The Fire Department will host Fire Extinguisher Training on November 16, 2016 (weather dependent) from 9-10 am; then 10:30-11:30 am. Cheryl Haas will send out notices to Department Heads and staff, and ask that Departments split their employees up into the two different sessions. The Transfer Station will be having their own training on site due to staffing constraints.

Panic Button Alarm Update: Chris Van Hirtum is going to schedule the installation of the new panic buttons with Earl Bartlett from EARS. This project will be completed by the end of this year.

New Business:*Incident/Accident Reports:*

The Committee discussed two reports. One was a result of being a hazard of the job while the other was an unfortunate accident, and there were no recommendations made.

Building Inspection Forms/Life Safety Procedure Form:

There was a great deal of discussion, led by Dave Poulson, on the form used when the annual inspections are completed. Dave Poulson compiled a new template form for the inspections. The Committee felt that it was important for those who actually do the inspections to approve the form, as they are the ones who are the most knowledgeable. Pat Robertson made a motion to accept the Building Inspect Form and to build on it for the next meeting; Cheryl Haas seconded; the vote carried 5-0. (Jennifer Zins had temporarily left the room.)

The Life Safety Procedure Form is a new document that Dave Poulson created for items that need more of an immediate issue – such as a tree, emergency lighting, exit doors, etc. This form discusses reporting issues, to whom to report them to, etc. There was a great deal of discussion on this, so Committee members are asked to review this document for the next meeting.

There is also an annual report that Dave Sullivan, the Town Administrator, submits to Primex. This Committee needs to review the Safety Policy annually, which will need to be completed by December 31, 2016. The Committee will have it on the agenda for the December meeting.

The next meeting is scheduled for Tuesday, December 13, 2016 at 9 am at the Bartley House, 4 North Lowell Rd, Windham NH.

Respectfully Submitted:

Cheryl Haas
Recreation Coordinator